

Special Project Report (SPR) Outline

1.0 SPR EXECUTIVE APPROVAL TRANSMITTAL

- 1.1 DEPARTMENT NAME
- 1.2 PROJECT TITLE
- 1.3 PROJECT ACRONYM
- 1.4 DEPARTMENT PRIORITY
- 1.5 AGENCY PRIORITY
- 1.6 APPROVAL SIGNATURES

2.0 UPDATED IT PROJECT SUMMARY PACKAGE

- 2.1 SECTION A: EXECUTIVE SUMMARY
- 2.2 SECTION B: PROJECT CONTACTS
- 2.3 SECTION C: PROJECT RELEVANCE TO STATE AND/OR DEPARTMENTAL PLANS
- 2.4 SECTION D: PROJECT SCHEDULE
- 2.5 SECTION E: BUDGET INFORMATION
- 2.6 SECTION F: TOTAL VENDOR PROJECT BUDGET
- 2.7 SECTION G: RISK ASSESSMENT INFORMATION
- 2.8 SECTION H: PROJECT PROFILE

3.0 PROPOSED PROJECT CHANGE

- 3.1 PROJECT BACKGROUND/SUMMARY
- 3.2 DESCRIPTION OF PROPOSED CHANGE
- 3.3 REASON FOR PROPOSED CHANGE
- 3.4 JUSTIFICATION
- 3.5 IMPACT OF PROPOSED CHANGE ON THE PROJECT
- 3.6 IMPLEMENTATION PLAN

4.0 UPDATED PROJECT MANAGEMENT PLAN

- 4.1 PROJECT MANAGER QUALIFICATIONS
- 4.2 PROJECT MANAGEMENT METHODOLOGY
- 4.3 PROJECT ORGANIZATION
- 4.4 PROJECT PRIORITIES
- 4.5 PROJECT PLAN
 - 4.5.1 PROJECT SCOPE
 - 4.5.2 PROJECT ASSUMPTIONS
 - 4.5.3 PROJECT PHASING
 - 4.5.4 ROLES AND RESPONSIBILITIES
 - 4.5.5 PROJECT MANAGEMENT SCHEDULE
- 4.6 PROJECT MONITORING
- 4.7 PROJECT QUALITY
- 4.8 CHANGE MANAGEMENT
- 4.9 AUTHORIZATION REQUIRED

5.0 UPDATED RISK MANAGEMENT PLAN

5.1 RISK MANAGEMENT APPROACH

5.2 COMPLETED DOIT RAM REPORT

5.3 RISK MANAGEMENT WORKSHEET

6.0 UPDATED ECONOMIC ANALYSIS WORKSHEETS

6.1 ECONOMIC ANALYSIS WORKSHEET FROM ORIGINAL FSR

6.2 ECONOMIC ANALYSIS WORKSHEET FROM THE MOST RECENT SPR (IF ANY)

6.3 ECONOMIC ANALYSIS WORKSHEET FOR THE PROPOSED CHANGE

6.4 ECONOMIC ANALYSIS SUMMARY WORKSHEET

6.5 PROJECT FUNDING PLAN